



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-R-2216293

REQ. AGENCY : 001000
DEPT OF AGRICULTURE
AGENCY REQ. NO. : 10075
T-NUMBER :
DATE ISSUED : 02/02/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1428977
BUYER NAME : JENNIFER LORETZ

FOR: COLOR AND B/W
MULTIFUNCTIONAL COPIERS

BUYER PHONE NO. : (334) 242-7370-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 02/24/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 02/25/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

COURIER

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

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AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

FREIGHT:

BID IS F.O.B. DESTINATION. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES. DO NOT INCLUDE FREIGHT AS A SEPARATE LINE ITEM.

MANUFACTURER, STOCK/MODEL NUMBERS:

AT THE END OF EACH ITEM WHERE SPACES ARE MARKED "MFR" AND "MDL", THE VENDOR IS TO INDICATE THE MANUFACTURER & STOCK/MODEL NUMBERS NECESSARY TO COMPLETE EACH UNIT AS SPECIFIED.

DESCRIPTIVE LITERATURE:

THE BRANDS AND MODEL NUMBERS REFERENCED PROVIDE A LEVEL OF QUALITY, AND UNLESS OTHERWISE SPECIFIED, ARE NOT RESTRICTIVE. VENDORS BIDDING ALTERNATE ITEMS MUST PROVIDE COMPLETE DESCRIPTIVE/TECHNICAL LITERATURE FOR CONSIDERATION AND EVALUATION WITH THEIR BID, AND WITH THE BID COPY PER ITEM NUMBER 7 ON PAGE 2. REFERENCE TO LITERATURE WITH A PREVIOUS BID WILL NOT SATISFY THIS REQUIREMENT. FAILURE TO PROVIDE THE REQUIRED LITERATURE WILL RESULT IN THE REJECTION OF THE BID. PHYSICAL INSPECTION AND OPERATIONAL EVALUATION MAY ALSO BE REQUIRED WITHOUT COST OR OBLIGATION TO THE STATE OF ALABAMA.

NEW EQUIPMENT:

ALL EQUIPMENT MUST BE NEW AND UNUSED AND ACCEPTABLE BY THE ORIGINAL EQUIPMENT MANUFACTURER FOR THEIR MAINTENANCE.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

VENDOR QUALIFICATION:

IF REQUESTED, VENDOR MUST PROVIDE DOCUMENTATION OF BEING AN AUTHORIZED MANUFACTURER'S REPRESENTATIVE FOR THE PRODUCTS LISTED. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN REJECTION OF BID.

PRICE SHEET

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INVITATION TO BID

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 001000 / 001M14 DEPT OF AGRICULTURE GENERAL SERVICES-SHIPPING & RECEIVI 1445 FEDERAL DR MONTGOMERY AL 36107					
00001	COMMODITY CODE: 985-26-088772 LEASE/PURCHASE OF DIGITAL COLOR COPIER, MINIMUM 65 PPM COLOR AND B/W AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS. PER THE ATTACHED SPECIFICATIONS MFR: _____ MDL: _____ NOTE TO BIDDERS: AGENCY INDICATED 12 MONTHS AS QUANTITY TO ENCUMBER FUNDS. PERIOD COVERED WILL BE DATE OF INSTALLATION THRU 9/30/2010 AGENCY WILL CREATE A NEW PURCHASE ORDER EACH FISCAL YEAR UNTIL THE 60 MONTHS IS COMPLETE CONTACT FOR SEPCIFICATION QUESTIONS: SCOTT ABSHER, 334-240-7105	12	MO	_____	_____
00002	COMMODITY CODE: 600-38-083971 COST PER COPY, COLOR	1	EA	_____	_____
00003	COMMODITY CODE: 600-38-083971 COST PER COPY, BLACK AND WHITE	1	EA	_____	_____
00004	COMMODITY CODE: 600-38-085363 PURCHASE OPTION, COLOR COPIER, AT END OF LEASE PERIOD NOT TO EXCEED 15% OF THE ORIGINAL MSRP FOR THE MACHINE	1	EA	_____	_____
00005	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR: _____ MDL: _____	12	MO	_____	_____
00006	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR: _____ MDL: _____	12	MO	_____	_____

PAGE TOTAL

PRICE SHEET

VENDOR NAME :

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00007	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS. PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____	12	MO	_____	_____
00008	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____	12	MO	_____	_____
00009	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____	12	MO	_____	_____
00010	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____	12	MO	_____	_____
00011	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____	12	MO	_____	_____
00012	COMMODITY CODE: 600-42-088771 LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____	12	MO	_____	_____
00013	COMMODITY CODE: 600-42-088771	12	MO	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

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INVITATION TO BID

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	LEASE/PURCHASE OF DIGITAL B/W COPIER, MINIMUM 36 PPM AS PART OF A DIGITAL IMAGING AND TRACKING SYSTEM FOR A PERIOD OF 60 MONTHS PER THE ATTACHED SPECIFICATIONS MFR:_____MDL:_____				
00014	COMMODITY CODE: 600-38-083971 COST PER COPY, BLACK AND WHITE	10	EA	_____	_____
00015	COMMODITY CODE: 600-38-085363 PURCHASE OPTION, COPIER, AT END OF LEASE PERIOD FOR NINE (9) B/W COPIERS	1	LT	_____	_____

NOT TO EXCEED 15% OF THE ORIGINAL MSRP
FOR THE MACHINES

NOTE TO BIDDERS:
PLACE TOTAL BUY-OUT PRICE FOR THE NINE
(9) B/W COPIER IN THE UNIT PRICE
COLUMN TO THE RIGHT.

PAGE TOTAL

BID TOTAL

STATE OF ALABAMA DEPARTMENT OF AGRICULTURE
DIGITAL IMAGING AND TRACKING SYSTEM

PURPOSE

THE PURPOSE OF THIS BID IS TO SOLICIT PRICING FROM ESTABLISHED VENDORS WITH THE CAPABILITY TO SELL, INTEGRATE, TRAIN AND LOCALLY SUPPORT A PRODUCTION IMAGING AND TRACKING SYSTEM AS DESCRIBED BELOW. THIS IMAGING SYSTEM IS INTENDED TO SUPPORT "OPEN ARCHITECTURE STANDARDS" TO INSURE FLEXIBILITY FOR STATE OF ALABAMA DEPARTMENT OF AGRICULTURE.

REQUIRED RESPONSES

A DETAILED IMPLEMENTATION SCHEDULE MUST BE PROVIDED WHICH INCLUDES METHODOLOGY AND TIME FRAMES FOR DATA CAPTURE AND REPORT GENERATION OF RECOMMENDATIONS FOR IMAGING OPTOMIZATION FOR THE STATE OF ALABAMA DEPARTMENT OF AGRICULTURE ENTERPRISE.

DIGITAL PRODUCTION PRINTING SYSTEM SHALL CONSIST OF ONE COLOR UNIT AND NINE BLACK AND WHITE UNIT, SCANNING, FINISHING, CONNECTIVITY AND SOFTWARE. UNIT SHALL BE INTEGRATED SO THAT THEY WORK TOGETHER. ALL UNITS MUST BE NEW. NO REFURBISHED, REMANUFACTURED OR NEWLY MANUFACTURED UNITS WILL BE ALLOWED.

COLOR PRODUCTION IMAGING SYSTEM SPECIFICATION

1. TO PROVIDE MINIMUM 65PPM OUTPUT SPEED; MINIMUM 3900 IMPRESSIONS PER HOUR IN BOTH COLOR AND BLACK/WHITE.
2. MUST HAVE MINIMUM 300,000 PAGES DUTY CYCLE MINIMUM.
3. MUST HAVE PRINT/COPY PROCESS OF LASER ELECTROSTATIC METHOD.
4. DEVELOPMENT SYSTEM MUST BE DRY-TYPE DUAL COMPONENT MAGNETIC BRUSH DEVELOPING.
5. PRINT/COPY RESOLUTION MINIMUM, 600 X 600 DPI.
6. MAGNIFICATION: ZOOM RANGE; 25-400%, IN 0.001% INCREMENTS.

7. COLOR MODES: AUTO, FULL COLOR, BLACK AND WHITE, AND SINGLE COLOR.
8. EXPOSURE MODES: TEXT, TEXT PHOTO(CLEAR TEXT & HALFTONE), PHOTO IMAGE (OPTIMIZED FOR GRADATIONS), MAP (FINE EDGES, LEGIBLE TEXT)
9. ORIGINAL SIZE UP TO 11" X 17" MAXIMUM MUST HAVE REVERSING DUPLEXING DOCUMENT FEEDER, 100 SHEETS CAPACITY, 1- SIDED, 2- SIDED ORIGINALS & MIXED ORIGINAL DETECTION.
10. MUST HAVE PRECISE REGISTRATION, FRONT AND REVERSE SIDE ARE PRECISELY MATCHED TO HAVE ACCURATE ALIGNMENT WITHIN 1MM FOR BOOKLETS OR OTHER DUPLEX MULTI-PAGE DOCUMENT, WITH INDEPENDENT ADJUSTMENT FOR TRANSVERSAL DIRECTION TIMING AND IMAGE SHIFT.
11. MUST HAVE MINIMUM, 3 STANDARD 500- SHEET UNIVERSAL PAPER DRAWERS, & 6000 SHEET PAPER UNIT; UP TO 170LB, INDEX/300GSM.
12. MUST HAVE INTERNAL HEATING/DEHUMIDIFYING UNT TO CONDITION PAPER STOCK AND AIR ASSIST PAPER FEED.
13. MUST BE ABLE TO CHANGE TONER WHILE UNIT IS RUNNING, FOR UNINTERRUPTED PRINTS.
14. MUST HAVE MULTI-FOLDING ; HALF FOLD, LETTER FOLD-IN, LETTER FOLD-OUT,Z-FOLD, DOUBLE PARALLEL FOLD &GATE FOLD; HOLE PUNCH & POST INSERTER.
15. MUST HAVE SADDLE-STITCH BOOKLETS; FOLDED, STITCHED AND TRIMMED BOOKLETS UP TO 200 PAGES.
16. MUST HAVE A LARGE CAPACITY STACKER HOLDS UP TO 5,000 SHEETS AND INCLUDES A ROLL-AWAY CART.
17. MUST HAVE BINDING INLINE WITH HOT-MELT GLUING FOR STRONG, FLEXIBLE 300-SHEET, 600-PAGE BOOKLETS, PLUS A COVER TRAY THAT HOLDS UP TO 1000 WRAPAROUND COVER.
18. MUST HAVE BOOK COPY, BOOKLET PAGINATION, CHAPTER, COLOR MODE, COMBINE ORIGINALS, COPY DENSITY, COVER SHEET FEEDING, FRAME CENTER ERASURE, IMAGE CENTERING, IMAGE OVERLAY, IMAGE REPEAT, INSERT IMAGE, MULTI-PAGE ENLARGEMENT, NEG/ POS. REVERSE, NON-IMAGE AREA ERASE, PAPER MARGIN, PROGRAM OVERLAY, POWER SAVE, PROGRAM JOB, PROOF COPY ROTATION, SEPARATE SCAN MODE, SIMPLEX/DUPLEX & STAMP.
19. MUST HAVE IC-305 EXTERNAL FIERY IMAGE CONTROLLER, INTEL CORE 2 DUO 2X2, 13 GHZ FSB, MEMORY: 1GB, MAXIMUM: 3 GB, HARD DRIVE: 1 160GB, SECURITY: ISO 15408 EAL-3 FOR SECURE ERASE, GRAPHIC ARTS PACKAGE PREMIUM, EFI IMPOSE V2.7, EFI COMPOSE V2.0. EFI SPECTROPHOTOMETER V2.0.

BLACK/WHITE MULTI-FUNCTIONAL DIGITAL COPIERS

1. COPY, PRINT, SCAN, AND FAX MULTI-FUNCTIONAL NETWORK DIGITAL COPIER.
2. MUST HAVE HIGH QUALITY OUTPUT AT MINIMUM 36 PAGES PER MINUTE AND DUTY CYCLE OF MINIMUM 150,000 IMPRESSIONS PER MONTH.
3. MUST HAVE SHARPEN EDGE DETAILS, IMPROVE MONOCHROME HALFTONE DEFINITION AND MAKE EVEN SMALL-SIZE TEXT MORE LEGIBLE.
4. MUST HAVE PRINT/COPY RESOLUTION OF TRUE 600X600 DPI.
5. MUST HAVE REVERSING AUTO DOCUMENT FEEDER, CAPACITY OF 80 SHEETS, SPEED UP TO 70 SCANS PER MINUTE, ORIGINAL SIZE UP TO 11X17 AND MIXED ORIGINAL DETECTION.
6. MUST HAVE MAGNIFICATION ZOOM RANGE 25-400%, 0.1% INCREMENT, PRESET REDUCTION: 93%, 79%, 73%, 65%, 50%, PRESET ENLARGEMENT: 121%, 129%, 155% & 200%.
7. MUST HAVE MINIMUMS TWO 500 -SHEET UNIVERSAL PAPER DRAWERS; PAPER WEIGHTS 15 TO 24LBS AND CABINET.
8. MUST HAVE MINIMUMS 150 SHEET BYPASS, PAPER WEIGHT 15 TO 55.75 LBS.
9. MINIMUM PAPER CAPACITY: 3650 SHEET WITH OPTIONS FROM 5 PAPER SOURCES.
10. MUST HAVE FINISHER WITH MULTI-POSITION STAPLING OF UP TO 50 SHEETS. OPTIONAL SADDLE STITCHER FINISHING AND MAILBIN KIT TO GIVES YOU PRINTER-ADDRESSABLE BINS TO SEPARATE PRINT OUTPUT.
11. MUST SCAN TO EMAIL, ATTACHING DOCUMENTS AS PDF OR TIFF FILES. SCANE TO FIP, FOR QUICK DOCUMENT ACCESS AT ANY PC ON THE NETWORK AND SCAN TO SMB.
12. SOFTWARE SOLUTIONS FOR WEB-BASED MONITORING AND NETWORK CONTROL, INTEGRATED IP ADDRESSING AND SECURITY, ENTERPRISE-SYSTEM INEGRATION, PERSONAL DOCUMENT MANAGEMENT.
13. MUST HAVE USB INTERACE TO PC FAX/ PRINT/SCAN.
14. MUST HAVE ONE TOUCH AND SPEED DIAL.
15. MUST HAVE PC FAXING, IP RELAY FAXING, AND IP ADDRESS FAXING.
16. MUST HAVE 1000 MAILBOXES, PROOF PRINT, CONFIDENTIAL PRINT, WATERMARKS, DISTRIBUTION AND NUMBER STAMPING.
17. MUST HAVE JOB MONITORING AT DEVICE AND DESKTOP.

PRINT MANAGER SOFTWARE

1. MUST IDENTIFY AND TRACK ALL PRINT ACTIVITY ACROSS THE ENTERPRISE, INCLUDING PERSONAL (LOCALLY CONNECTED) AND NETWORKED PRINTERS.

2. MUST IDENTIFY THOSE USERS AND TOTAL THEIR VOLUME WHICH ACCOUNTS FOR THE WASTE AND ABUSE OF THE PRINT RESOURCES.
3. MUST HAVE ENFORCING PRINT COST MANAGEMENT AND CONTAINMENT CONTROLS.
4. MUST DO PRINT ASSESSMENT REPORTS; INDICATE THE TYPE COLOR OR BLACK & WHITE, THE SIZE, THE COST AND THE FREQUENCY OF PRINT JOBS ON PER- PRINTER BASIS AND ENTERPRISE WIDE.
5. MUST BE ABLE TO LET ADMINISTRATOR IMPLEMENT PRINTING RULES THAT CAN BE APPLIED TO PRINTDRIVERS, INDIVIDUAL PRINTER OR INDIVIDUAL USERS. PRINT RULES WOULD SPECIFY THE ACCEPTABLE NUMBER OF PAGES, BOTH COLOR AND BLACK & WHITE, THAT MAY BE PRINTED BY ANY SINGLE PRINT JOB ON A SPECIFIC PRINTER, PRINT DRIVER, OR BY AN INDIVIDUAL USER.
6. MUST BE ABLE TO REVIEW EVERY PRINT REQUEST TO ENSURE THAT PRINT JOBS ARE ALWAYS SENT TO THE MOST APPROPRIATE, COST EFFECTIVE, AND EFFICIENT NETWORK PRINTER BASED UPON PRE-DEFINED BUSINESS RULES.
7. MUST BE ABLE TO GENERATE UNLIMITED REPORTS, PROCESSED VIA SECURE E-MAIL, TO COVER ANY TIME PERIOD FOR WHICH THE PRODUCT WAS MONITORING PRINT ACTIVITY. ADMINISTRATOR WILL BE ABLE TO INDICATE THE DESTINATION E-MAIL ADDRESS THAT THE REPORT WILL BE RETURNED TO, AS WELL AS THE NAME OF THEIR SMTP SERVER. ADMINISTRATOR SPECIFIES THE DATE RANGE OF THE REPORT AND CHOOSES EITHER TO HAVE IT DELIVER AS AN ATTACHMENT OR AN EMBEDDED LINK. ON THE SECURE WEB SITE THE INFORMATION IS TO BE AUTOMATICALLY PROCESSED AND REPORT RETURNED VIA E-MAIL.
8. MUST BE ABLE TO HAVE A REPORT THAT INCLUDES; OVERALL COST PER PAGE, TOTAL COST OF COLOR PRINTING, TOTAL NUMBER OF PAGES PRINTED, TOTAL NUMBER OF WORKSTATIONS , PRINT JOBS, PRINT COST,USER, PRINTER QUEUES PRINT JOB SIZE ANALYSIS, PRINTING ACTIVITY BY USER, DETAILED ANALYSIS OF PAGES PRINTED PER DAY AND DETAILED ANALYSIS OF PAGES PRINTED PER HOUR.
9. MUST IDENTIFY AND TRACK ALL PRINT ACTIVITY ACROSS THE ENTERPRISE.
10. MUST BE ABLE TO PRODUCE GRAPH AS PART OF THE ANALYSIS

DIGITAL SOLUTIONS CENTER

1. MUST HAVE DIGITAL SOLUTIONS CENTER.
2. COMPREHENSIVE TECHNICAL SUPPORT INCLUDING, INSTALLATION SUPPORT, RUNTIME SUPPORT AND

TROUBLESHOOTING, USAGE SUPPORT, (HOW TO), UNLIMITED ACCESS TO EXPERT LEVEL DIGITAL SOLUTIONS CENTER SYTEMS SUPPORT ENGINEER, ON-DEMAND CALL HIGH-PRIORITY ISSUE ESCALATION, REMOTE TELEPHONE SUPPORT AND VIRTUAL WEB-BASED ON SITE SUPPORT.

3. CENTER SUPPORT MUST BE PROVIDED FOR ANY USER FOR NETWORK, CONNECTIVITY, APPLICATION SOFTWARE, AND PRINT WORKFLOW SUPPORT WITH A TOLL FREE NUMBER. ALL CALLS ARE TOO ANSWERED BY EXPERTS WITH CERTIFICATIONS FROM MICROSOFT, NOVELL, SUN MICROSYSTEMS, AND CISCO SYSTEMS. THIS SUPPORT SHOULD PROVIDE UNLIMITED ACCESS FOR INSTALLATION SUPPORT, RUNTIME SUPPORT, AND USAGE SUPPORT (HOW TO) BOTH VIA TELEPHONE AND VIRTUAL WEB. THIS SUPPORT SERVICE IS TO BE AVAILABLE FOR THE DURATION OF THE LEASE.
4. ENABLES ANY USER TO CALL FOR SUPPORT.
5. MUST HAVE SINGLE POINT OF CONTACT ELIMINATE THE NEED FOR MULTIPLE CALLS TO HARDWARE, SOFTWARE, AND NETWORK SUPPLIERS TO SOLVE YOUR TECHNICAL SUPPORT ISSUES.
6. MUST HAVE TOLL-FREE NUMBER.
7. MUST HAVE A LOCAL CERTIFIED APPLICATIONS SPECIALIST LOCATED WITHIN 90 MILES OF MONTGOMERY. VENDORS TO PROVIDE INFORMATION ON PERSONNEL.
8. MUST HAVE COMPUTERIZED CALL MANAGEMENT AND INTELLIGENT KNOWLEDGE BASE SYSTEMS TO ENSURE YOUR ISSUE IS TRACKED AND RAPIDLY RESOLVED.
9. MUST HAVE SERVICE THAT EXTENDS FROM DESKTOP APPLICATION TO OPERATING SYSTEMS TO OUTPUT DEVICES, WITH SPECIAL EXPERTISE IN OPTIMIZING DOCUMENT WORKFLOW, CALIBRATING COLOR AND GRAPHICS OUTPUT AND RESOLVING CONNECTIVITY ISSUES AND NETWORK CONFLICTS.
10. MUST HAVE ONLINE CUSTOMER SELF SERVICE: VIEW EQUIPMENT LISTING, REVIEW MAINTENANCE AGREEMENTS, PLACE AND TRACK SERVICE CALL AND SUPPLY ORDERS, SUBMIT BILLING INQUIRIES, PRINT INVOICES, MONITOR ACCOUNT BALANCE AND PAYMENT HISTORY, PROVIDE METER READS, REPORTING CAPABILITIES WITH OPTION TO DOWNLOAD, EASY ACCESS TO UPDATE USER PROFILE AND PASSWORD.

MAINTENANCE

1. MAINTENANCE IS TO INCLUDE ALL SUPPLIES, PARTS AND LABOR FOR EQUIPMENT EXCEPT PAPER AND STAPLE WIRE.

2. SERVICE COVERAGE TO BE FROM 8:00AM TO 5:00PM MONDAY THROUGH FRIDAY (EXCLUDING HOLIDAYS).
3. SERVICE DEPARTMENT MUST BE EQUIPPED WITH STATE OF THE ART ELECTRONIC DEVICES CAPABLE OF DISPLAYING ENTIRE SERVICE HISTORY OF THE MACHINE, ELECTRONIC REAL TIME ACCESS TO PRODUCT INFORMATION AND USER GUIDES, BAR CODE READING, ACCESS TO SERVICE AND PARTS INVENTORY, AND ORDERING OF REPLACEMENT PARTS FROM CUSTOMER LOCATION
4. PHONE RESPONSE TO BE A MAXIMUM OF ONE HOUR FROM A REPORTED INCIDENT.
5. ONSITE RESPONSE TO BE A MAXIMUM OF FOUR HOURS FROM REPORTED INCIDENT.
6. SERVICE TECHNICIANS MUST BE CERTIFIED TRAINED.
7. MAINTENANCE TO BE BILLED MONTHLY.